

FRESNO, CALIFORNIA

CLASS SPECIFICATION

PROJECT MANAGER

FLSA STATUS:

Exempt

CLASS SUMMARY:

The Project Manager is the second level in a three level Project Management series. Incumbents serve as a lead worker and manage complex projects. Incumbents may provide turnkey project management including securing grants/funding, fiscal management, planning, team coordination, public involvement, design and construction management, planning, monitoring and maintenance activities.

The Project Manager is distinguished from the Associate Project Manager by its responsibility for managing complex projects. The Project Manager is distinguished from the Supervising Project Manager, which is responsible for managing the most complex and visible projects, and responsible for first-line supervision.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

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| 1. | Coordinates and directs activities and personnel involved in the implementation and completion of applicable projects/contracts, which includes: design, scheduling, construction, legal procedures, budget, and construction compliance. | Daily 20% |
| 2. | Manages contracting activities with internal staff, consulting engineers, architects, contractors, and/or other professional groups or individuals in order to facilitate project implementation, progress, and completion; observes work in progress to ensure that procedures are followed and materials are used in conformance with applicable specifications; and monitors quality, workmanship, and compliance with approved plans. | Daily 25% |
| 3. | Manages, organizes, coordinates, and monitors the activities and functions of capital improvement projects, development projects and other miscellaneous projects, which includes: reviewing drawings, specifications, schedules, minutes, invoices, and related items; coordinating activities with team members; reviewing and interpreting blueprints and specifications for compliance with applicable codes, guidelines, and standards; writing project reports; scheduling and coordinating meetings; resolving conflicts between parties; serving as a liaison with contractors, consultants, and vendors; and/or, performing other related activities. | Daily 25% |
| 4. | Prepares, administers, and monitors project budgets; reviews and approves expenditures and change orders within established guidelines. | Weekly 10% |
| 5. | Prepares a variety of reports and spreadsheets to track and monitor multiple projects simultaneously. | Weekly 5% |

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|--|--|-------------------------------|
| 6. | Prepares agreements and contracts associated with applicable projects. | Monthly 5% |
| 7. | Participates in the open bidding process, which includes: developing schedules for bidding, construction, and cost estimates; reviewing proposals, qualifications, and bids; facilitating pre-bid meetings; evaluating bidders; selecting external contractors; and/or, performing other related activities. | Monthly 5% |
| 8. | Participates in the preparation of the annual operating and capital improvement project budgets. | Annually 5% |
| 9. | Coordinates and participates in management and executive meetings. | As Required |
| 10. | Performs other duties of a similar nature or level. | As Required |

Training and Experience (positions in this class typically require):

- Bachelor's Degree in Architecture, Engineering, Construction Management, Business Administration, or a related field and three years of progressively responsible project management experience are required;

OR

- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class typically require):

- Basic Class C License
- One or more licenses or certifications related to the specific technical discipline may be required, preferred, or desired

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Knowledge (position requirements at entry):

Knowledge of:

- Architectural and engineering principles, practices, and methods
- Project management principles and practices
- Budget administration principles and practices
- Financial accounting principles
- Applicable computer software packages
- Project development, scheduling, monitoring, and control systems
- Contract administration and compliance requirements
- Mathematical concept
- Research methods
- Construction operations
- Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations

Skills (position requirements at entry):

Skill in:

- Managing projects
- Conducting negotiations and preparing contracts
- Interpreting, applying and explaining applicable laws, codes, ordinances, policies, procedures, rules and regulations
- Analyzing and interpreting project specifications, design plans, construction plans, schematic drawings, flow charts, project schedules, and blueprints;
- Exercising sound judgment
- Managing project budgets
- Developing project schedules
- Managing multiple priorities simultaneously
- Using computers and applicable software applications
- Solving practical problems and dealing with a variety of concrete variables in situations where only limited standardization exists
- Speaking in public
- Communication, interpersonal skills as applied to interaction with coworkers, supervisors, the general public, management staff, executive staff, consultants, contractors, etc. sufficient to exchange or convey information and to receive work direction

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Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling and crouching.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, work space restrictions, inadequate lighting, intense noises, travel and heights.

Note:

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007

Reviewed by the City of Fresno

Date: 5/2008